

## DIRECTIONS FOR COMPLETING APPLICATION

1. Civil Service Rules allow extra points to be added to an applicant's test score for appropriate educational credits or work experience.
  - a. In order to receive this extra credit for college, postgraduate, or special training, you must attach a copy of your transcript of credits or certificate(s) of completion to your application. You will be allowed up to five (5) days after the date of your application to attach this information.
  - b. To ensure that proper credit is received for work experience, be specific about the type of work experience you possess, particularly if the work is similar to the work for which you are applying. Attach copies of any registrations, licenses or certificates, which are relevant to this application.
2. Your employment references will be checked. Be certain to indicate on the application if your current employer may be contacted. If not, explain why. You are responsible for providing the correct name, address, and telephone number of past employers and or supervisors. Your failure to provide this information may affect your application for work. If you were unemployed at any time, write "unemployed" in the employer section and indicate the dates of your unemployment. Attach additional sheets if there is not enough space to cover your entire work history.
3. Be certain to read the last paragraph of the back of the application before signing form.
4. All successful applicants for both part-time and full-time jobs will be required to satisfactorily complete a drug screen.
5. After you have read these instructions, please sign, date and return this sheet with your completed application. APPLICATIONS SUBMITTED WITHOUT THIS SIGNED AND DATED SHEET WILL NOT BE CONSIDERED.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature

**Personnel & Labor Relations Department**161 W. Michigan Ave., 11<sup>th</sup> Floor

Jackson, MI 49201

Fax: 517-768-5824

Email: [apply@cityofjackson.org](mailto:apply@cityofjackson.org)**EMPLOYMENT APPLICATION**

THE CITY OF JACKSON DOES NOT DISCRIMINATE ON THE BASIS OF RELIGION, RACE, COLOR, NATIONAL ORIGIN, AGE, SEX, HEIGHT, WEIGHT, DISABILITY, OR MARITAL STATUS AS TO: ACCESS, AVAILABILITY, EMPLOYMENT, OR PARTICIPATION IN ANY OF ITS PROGRAMS AND ACTIVITIES. IF YOU NEED ANY ACCOMMODATIONS TO ALLOW YOU TO EFFECTIVELY PARTICIPATE IN THE APPLICATION AND/OR SELECTION PROCESS, PLEASE INFORM THE PERSONNEL DEPARTMENT STAFF REGARDING YOUR NEEDS.

**NOTICE: ALL EMPLOYEES OF THE CITY OF JACKSON MUST HAVE AND MAINTAIN A RESIDENCE WITHIN 20 MILES OF THE GEOGRAPHIC LIMITS OF THE CITY WITHIN 12 MONTHS OF HIRE.**

**Instructions:** Please PRINT CLEARLY. If sufficient space is not provided on this form to give complete answers to certain questions, or if you wish to give pertinent information not specifically requested, please attach the additional information to this application.

Name in full: \_\_\_\_\_  
(Last) (First) (Middle)

Street address: \_\_\_\_\_

City and State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Title of position for \_\_\_\_\_  
which you are  
making application: \_\_\_\_\_

Today's Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you 18 years of age or older? Yes No

Are you a U.S. armed forces veteran? Yes No Identify branch of service: \_\_\_\_\_ Served from: \_\_\_\_\_ To: \_\_\_\_\_

Are you currently a member of any military reserve organization? Yes No Specify: \_\_\_\_\_

Have you ever been convicted of a felony? Yes No Details: \_\_\_\_\_

Will you be able to perform the position for which you are applying, with or without accommodation? Yes No

List names of any relatives employed by the City of Jackson, giving their relationship to you and the departments in which they work. If you do not have relatives employed by the City, write "none."

**EDUCATION**

Last grade completed in high school: \_\_\_\_\_

High School Diploma: Yes No GED: Yes No

Name of last high school attended: \_\_\_\_\_ Location: \_\_\_\_\_

Please list any formal education received in any college, university, business, trade, military, correspondence or other school:

	Name and Address of School	Course of Study	Credit Hours Completed	Diploma, Degree or Cert.
Undergraduate College			Semester Term	
Graduate or Professional			Semester Term	
Technical or Other (Specify)			Semester Term	

**SPECIALIZED SKILLS**

Check all applicable skills and equipment operated:

Mainframe

Graphics

Backhoe

Driver's License No: \_\_\_\_\_

PC

Data Base

Bulldozer

Other licenses, registrations, certificates you possess:

Calculator

Spread Sheet

Grader

Typewriter

Word Perfect

Sweeper

FAX

MS Word

Truck

Excel

Other:

Other:

**EMPLOYMENT RECORD:** Provide information regarding your employment history, starting with your present or most recent employer. If you need more space to respond to this section, **add additional sheets as necessary.**

Employer		Dates Employed From: To:	Work Performed
Address			
Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
Job Title	Supervisor		
Reason for Leaving		If currently employed, are any precautions necessary in contacting your present employer? Yes No Explain:	

Employer		Dates Employed From: To:	Work Performed
Address			
Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
Job Title	Supervisor		
Reason for Leaving			

Employer		Dates Employed From: To:	Work Performed
Address			
Telephone Number(s)		Hourly Rate/Salary Starting: Final:	
Job Title	Supervisor		
Reason for Leaving			

List names of professional and technical associations of which you are now a member. (Do not list organizations which by name would indicate your political or union affiliations, or your race or nationality.)

*I hereby certify that all statements made on or in connection with this application, including those regarding my training and/or experience, are true and complete to the best of my knowledge and belief. I understand and agree that any mis-statements or omissions of material fact(s) may result in discipline up to and including forfeiture of all rights to employment by the City of Jackson.*

*I hereby authorize an investigation by the City of my past employment, education, criminal history and personal activities, and statements on or made part of this application. I release from any and all liability or damages of any kind or nature all persons, companies, corporations, governmental entities and any of their employees supplying such information. I understand that such information may include a record of disciplinary action by a previous employer, and I hereby release such parties from any obligation to provide me with written notification of such disclosure as may be required by law.*

Signature  
of Applicant \_\_\_\_\_

## APPLICANT DATA RECORD

The City of Jackson is an Equal Opportunity Employer. The following questions are asked solely for statistical purposes as part of the Affirmative Action Program and reporting procedures implemented by the City of Jackson. Your answers to these questions are completely voluntary and refusal to answer them will have no adverse effect on your application. These questions and answers do not appear on the application form and are treated with confidentiality.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### GENERAL INFO:

MALE \_\_\_\_\_  
FEMALE \_\_\_\_\_  
VETERAN \_\_\_\_\_

### RACE/ETHNIC GROUP:

AFRICAN AMERICAN/BLACK \_\_\_\_\_  
WHITE/CAUCASIAN \_\_\_\_\_  
HISPANIC \_\_\_\_\_  
ASIAN/PACIFIC ISLANDER \_\_\_\_\_  
NATIVE AMERICAN \_\_\_\_\_  
OTHER \_\_\_\_\_

### HOW WERE YOU REFERRED?

NEWSPAPER AD: (NAME PAPER) \_\_\_\_\_  
CITY OF JACKSON WEBSITE: \_\_\_\_\_  
OTHER WEBSITE: (PLEASE LIST) \_\_\_\_\_  
OTHER METHOD: \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_



161 W. Michigan Avenue  
Jackson, MI 49201 –1303  
Phone: (517) 788-4046  
Facsimile: (517) 768-5824

## **Personnel and Labor Relations**

Thank you for your interest in the position of Patrol Officer with the City of Jackson Police Department. Enclosed is an employment application, application checklist and vacancy announcement. Please return the completed application and checklist to our office as soon as possible.

If you should have any questions or need additional information, please feel free to contact our office at (517) 768-6461. We are open from 8 a.m. – 5 p.m. Monday through Friday.

Gary L. Minix  
Administrative Secretary

Enclosures

# POLICE OFFICER APPLICANT GUIDE

Welcome to the application process for police officer for the City of Jackson, Michigan. The following instructions are provided to assist you in completing the application process. Please read the instructions carefully and review all other materials contained in this packet.

**MINIMUM QUALIFICATIONS:** The attached position description details the minimum qualifications necessary to be hired as a patrol officer in the City of Jackson. Each candidate must also successfully complete all components of the testing, background, interview and screening process. The specifics of each of these components are outlined as follows:

- **TESTING:** The testing information will be considered along with all other information about the applicant's qualifications to determine which persons are ultimately offered positions as patrol officers. Applicants who score in "passing" bands on all tests will be considered "qualified" to proceed to the next phase of the hiring process. Applicants will be allowed to test only once per twelve-month period. Test scores will be valid for one year. After one year, test scores will expire, and the applicant will need to retest to be considered.

**Prior to the date of testing, all applicants must provide written proof of the following:**

- The candidate has at least 60 semester hours of college credit completed. (Certified Transcripts must be forwarded to the personnel department).
- Successful completion of the MCOLES reading and writing and physical agility test (Documentation showing current successful completion must be forwarded to the Personnel Department).
- **MCOLES TESTING:** The times, dates and locations of MCOLES testing are available at <http://www.michigan.gov/mcoles> or by phone (517) 322-1417. It is solely the applicant's responsibility to arrange, pay for, and provide transportation to these tests. Written proof of successful completion of MCOLES physical agility and reading & writing comprehension tests must be provided prior to taking the Jackson Police Department written entry tests.
- **BACKGROUND INVESTIGATIONS:** Complete and thorough background investigations will be conducted on all considered applicants. Applicants are required to furnish all requested background information in a timely manner. Applicants will be asked to sign waivers and releases for information from current and past employers and other relevant information including criminal history.
- **RESIDENCY REQUIREMENTS:** All City of Jackson employees are required to reside within 20 miles of the city limits. You have up to a year to comply.
- **QUESTIONS?** Please contact the City of Jackson Personnel Department at 517-788-4046, or the Jackson Police Staff Sergeant at 517-768-8734.

CITY OF JACKSON, MICHIGAN  
AN EQUAL OPPORTUNITY EMPLOYER  
DEPARTMENT OF PERSONNEL AND LABOR RELATIONS

VACANCY ANNOUNCEMENT FOR: **PATROL OFFICER**

**GENERAL SUMMARY:**

Under supervision, during varied hours, to patrol assigned district or beat on foot or bicycle, in a police car or other conveyances; to participate in the enforcement of all laws and ordinances, the preservation of law and order, the prevention of crime, the protection of life and property, and the arrest and prosecution of law violators; to investigate and make detailed reports of accidents, and render all possible aid and assistance; operate a police radar or laser unit and engage in the enforcement of traffic laws. To direct pedestrian and vehicular traffic, to check cars for overtime or illegal parking, to see that streets are unobstructed and lighted at proper times; to make investigation of complaints; to aid other city departments as requested; to guide and direct strangers and children, occasionally to assist with clerical and maintenance work; to keep records of arrests and other important incidents; to make daily reports and to perform related work as required; to make public presentations on behalf of the department. To actively engage the community to form partnerships, consistent with the department's values, mission and vision. Must wear approved uniform attire and use approved equipment. Must have the ability to perform the essential job functions outlined by the MCOLES as listed below:

**DUTIES:**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints.
2. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue.
3. Communicate effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high-speed vehicle operation.
4. Communicate verbally and effectively by listening to people and giving information, directions, and commands. Must be able to effectively read and write in the English language.
5. Operate an emergency vehicle during the day and night; in emergency and pursuit situations involving speeds in excess of posted limits, while exercising due care and caution; and in congested traffic, unsafe road conditions, and environmental conditions such as fog, smoke, rain, ice, and snow.
6. Load, aim, and fire handguns, shotguns, and other agency-specific firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
7. Conduct searches of buildings and large outdoor areas that may involve walking and/or standing for long periods of time.
8. Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion, to detail when probable cause exists to search and arrest and when force may be used and to what degree.
9. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
10. Identify wanted persons and vehicles; and locate stolen property and identify potential evidence, which requires the ability to distinguish color and perceive shapes.
11. Manage interpersonal conflicts to maintain order.
12. Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer emergency call.

13. Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
14. Perform tasks that require lifting, carrying or dragging people and/or heavy objects, while performing arrests, rescues, or general patrol functions.
15. Perform searches of persons that involve touching and feeling to detect potential weapons and contraband.
16. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
17. Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
18. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
19. Subdue resisting subjects using hands and feet while employing defensive tactics, maneuvers or approved non-lethal weapons.
20. Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
21. Ride a bicycle while patrolling.

In addition to these functions, the City of Jackson also requires Patrol Officers to:

1. Use hands and fingers to operate and enter data on in-car handheld and/or personal computers.
2. Use data to analyze and solve problems
3. Make effective presentations to the public.

### **MINIMUM QUALIFICATIONS:**

Applicants must be a U.S. Citizen; have 60 semester or 90 quarter credits from an accredited college or university; pass the MCOLES reading/writing test and other pre-employment screening instruments; be able to understand and carry out instructions; pass medical and physical examinations provided by employer; pass the MCOLES physical agility test; and have keen powers of observation. Additionally, an applicant must have high moral standards, industry, integrity, mental and physical alertness, emotional stability, reliability and good mental and physical health. The successful applicant will also be required to pass a pre-employment drug test.

In addition to the above requirements, all city positions require: the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City. City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

### **SALARY SCHEDULE:      **Grade 82****

Step 1 <u>1<sup>st</sup> year</u>	Step 1.5 <u>6 months</u>	Step 2 <u>2<sup>nd</sup> year</u>	Step 3 <u>3<sup>rd</sup> year</u>	Step 4 <u>4<sup>th</sup> year</u>	Step 5 <u>5<sup>th</sup> year</u>
<b>\$39,790/yr.</b>	<b>\$42,227/yr.</b>	<b>\$44,663/yr.</b>	<b>\$46,693/yr.</b>	<b>\$48,935/yr.</b>	<b>\$51,253/yr.</b>
1L after <u>7 years</u>	2L after <u>12 years</u>	3L after <u>18 years</u>			
<b>\$2,532/yr.</b>	<b>\$53,848/yr.</b>	<b>\$55,188/yr.</b>			

Successful candidates must have and maintain residence within 20 miles of City within one (1) year of hire date. Inquiries, resumes and applications may be directed to City of Jackson, Personnel & Labor Relations Department, 161 W Michigan Ave. 11<sup>th</sup> floor, Jackson MI 49201; fax (517) 768-5824; or email: [apply@cityofjackson.org](mailto:apply@cityofjackson.org). **No resumes will be accepted without completed application and required materials (i.e. Proof of passing MCOLES scores). Deadline for applications is 5 P.M. January 16, 2007.**



**NOTE: TESTING FOR THE POSITION WILL BE LIMITED TO THE FIRST 100 QUALIFIED APPLICANTS.**

(The City of Jackson does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, handicap, or marital status as to: access, availability, employment, or participation in any of its programs and activities).

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